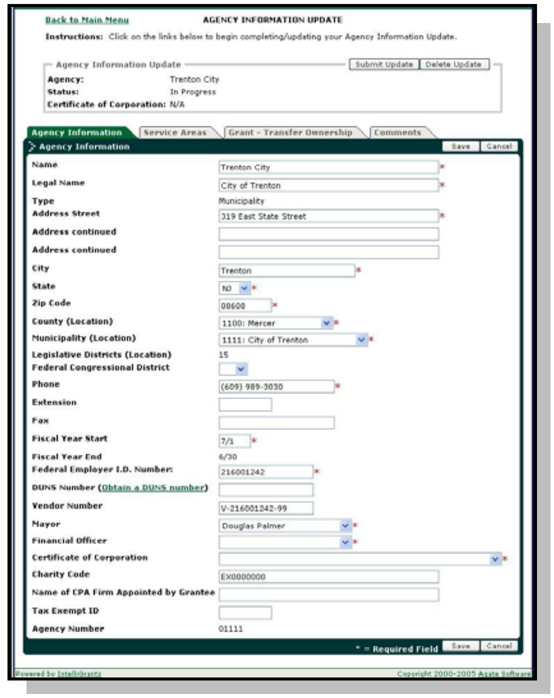
New Jersey Department of Community Affairs
Grant Application Instructions

Before you get started, make sure that—

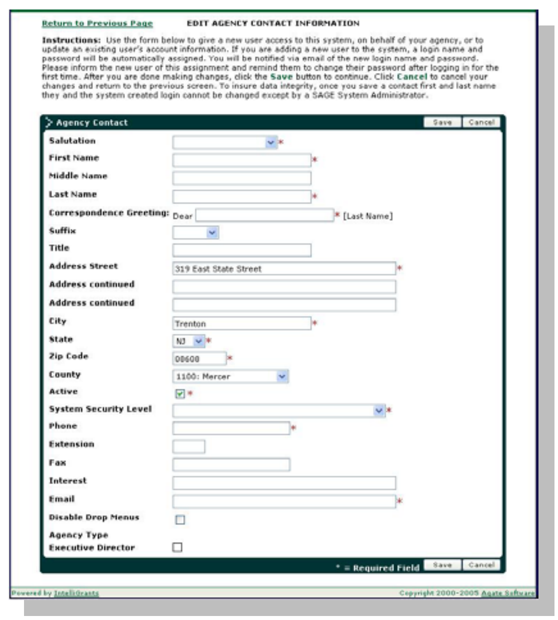
- Your **Agency Information** is up-to-date, including your—
  - Board of Directors list, if applicable
  - DUNS number
  - Federal Congressional District



…and that—

- Staff members in your agency who will be working on this application have been added to SAGE as **Agency Contacts.**

DO NOT add outside consultants as Agency Contacts.

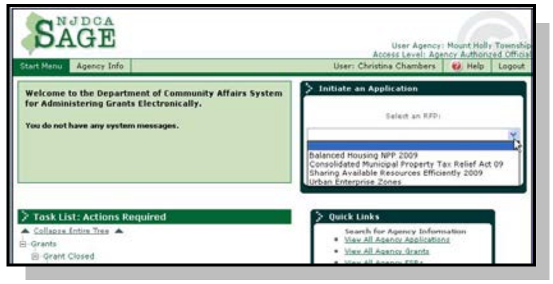


These two tasks must be performed by your SAGE **Agency Authorized Official** or SAGE **Agency Administrator**.

Refer to the **DCA SAGE User Manual** for instructions on updating your Agency Information and adding Agency Contacts. To download the User Manual, click the hyperlink on the SAGE login page or in Quick Links in your Start Menu.

Getting Started

Initiating a new application

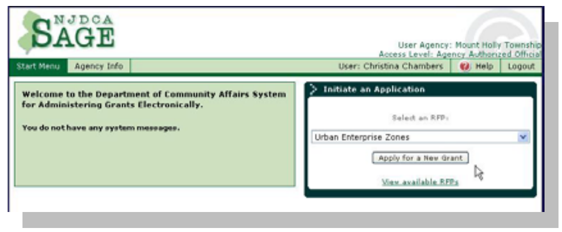


This task must be performed by your SAGE **Agency Authorized Official** or SAGE **Agency Administrator**.

At the **Start Menu**…

In the **Initiate an Application** box…

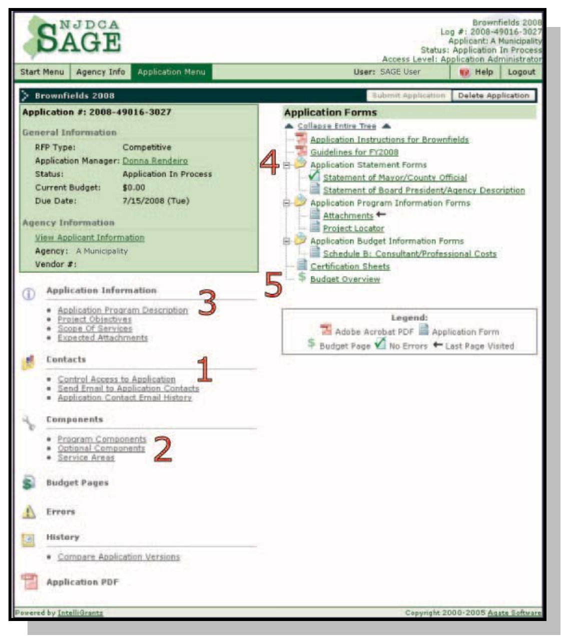
- Select the appropriate RFP (Grant Program) from the pull down list



- Click **Apply for a New Grant**
- Click **OK** at the confirmation pop up box

  You will be brought to the **Application Menu**

Completing the Application

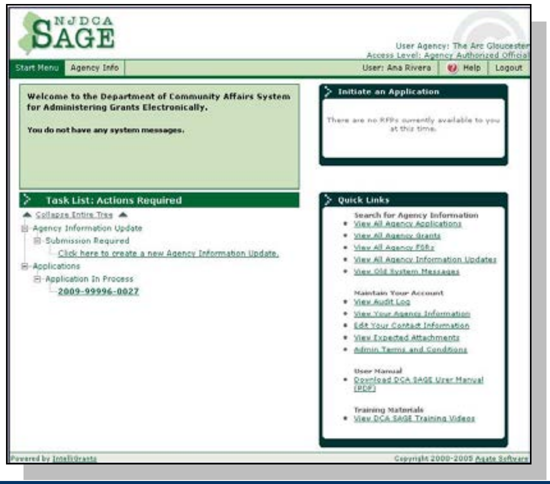


Work on the **Application Menu** in this order—

1. Application Contacts
2. Components
3. Application Information
4. Application Forms
5. Budget

After an application is initiated, it will appear on the initiator's **Task List** under **Application In Process**. When additional staff members are added to the application as Main Contacts, the application will appear on their Task Lists, too.

To access the application, click its application number hyperlink.



1. Application Contacts

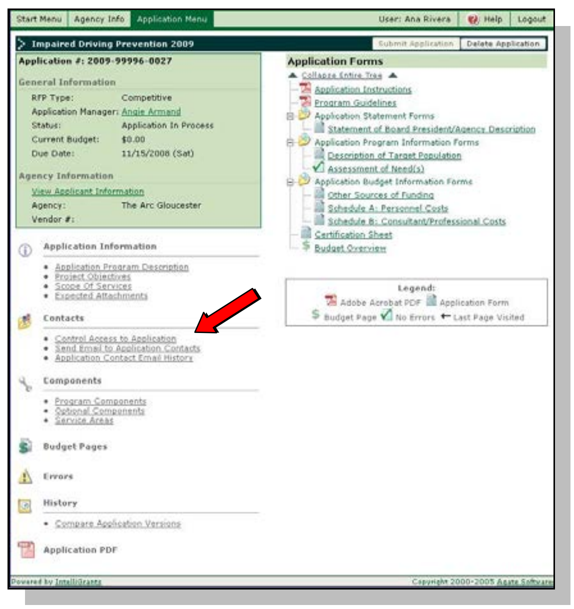
(*If the initiator of the application will be the **only** person working on it, proceed to step **3 Components***.)

If additional staff members and/or consultants will be working on this application, you must add them as **Application Contacts**. Only the Application Contacts and the Agency Authorized Official have access to the application.

Adding Staff Members as Application Contacts

If other members of your staff will be working on this application, in the Application Menu under **Contacts**—

- Click **Control Access to Application**

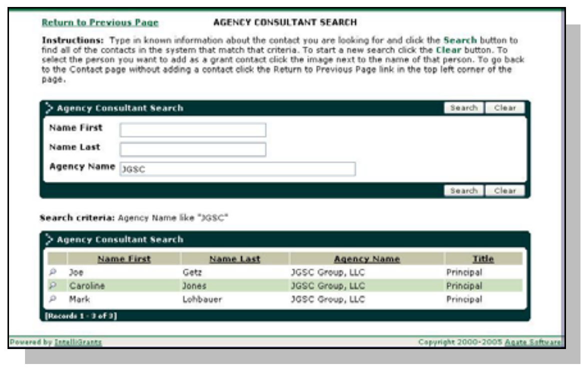


In the **Assign additional Agency Contacts to application** section—

- Select a **Name** from the pull down list
- In the **Contact Type** field, select whether this person will be a Main Contact or a Staff Member (Main Contacts see the application on their Task Lists).
- Select the appropriate **Level of Access** from the pull down list.
- Click **Grant This User Access**.
- Continue to add staff members (or a consultant, see below), if desired.

When finished, you may return to the **Application Menu** or add a consultant as an Application Contact, see below.

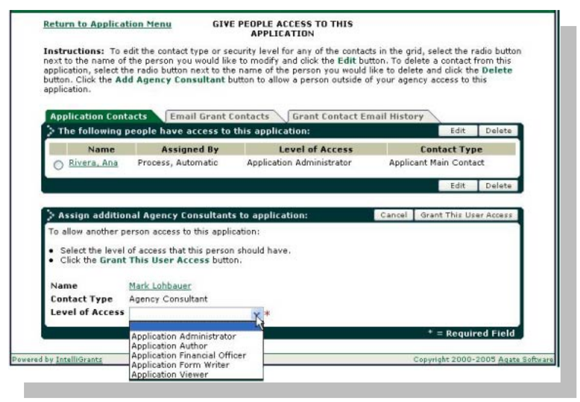
Adding Consultants as Application Contacts



If you will be using an outside consultant to work on this application, at the bottom of the **Assign additional Agency Contacts to application** section—

- Click the **Agency Consultants** hyperlink
  - At the **Agency Consultant Search** screen, enter all or part of the consultant's name and/or the consulting firm's name (check alternate spellings)
  - Click **Search**
  - Select a consultant by clicking on their magnifying glass.
  - Select the **Level of Access** you want to give to the consultant
  - Click **Give this User Access**

When finished, return to the **Application Menu**.



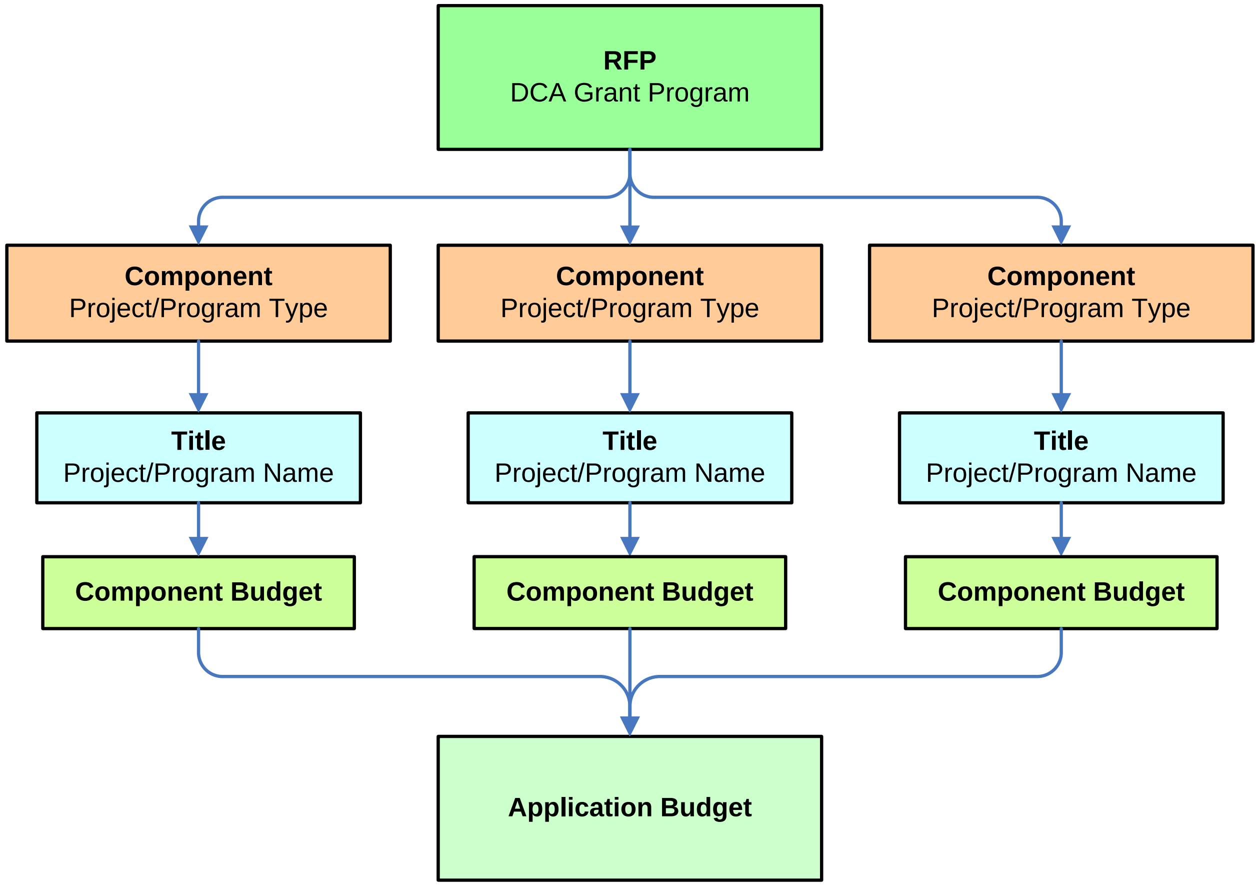
If the consulting firm you want to use is not on the list, it means that they are not registered in SAGE. They can apply for SAGE access by clicking Request SAGE Access at the SAGE login screen. They will receive their SAGE User Name and Password within about two business days.

After the consulting firm has been approved by DCA, go back into **Assign additional Agency Contacts to application** section and **Add** them to the Application Contact list.

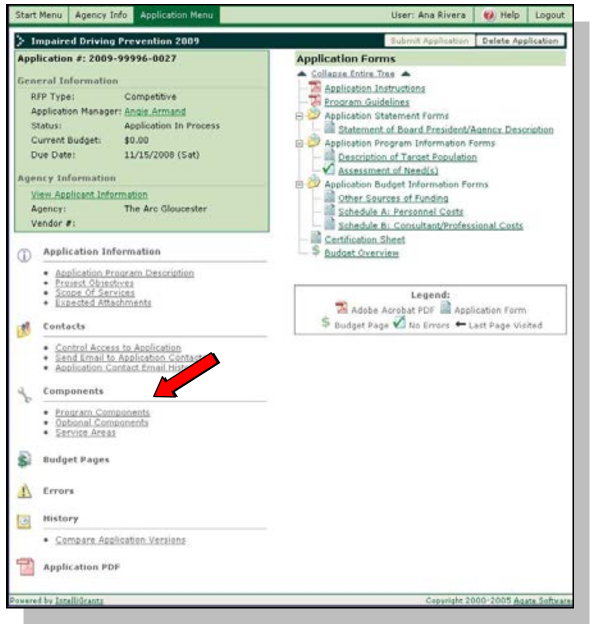
DO NOT add outside consultants as Agency Contacts.

2. Components

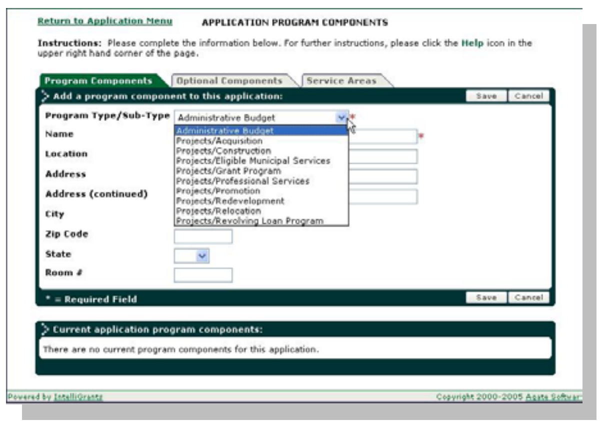
The **RFP** is the DCA Grant Program. A **Component** is a Program Type that will be implemented by the applicant if a grant is awarded. Some RFPs have only one Component; others have more than one Component, and may allow the applicant to pick more than one. Each application must have at least one component.



Program Components



- Click **Program Components** on the left side of the **Application Menu**



- In the **Program Type/Sub-Type** field, select a Component from the drop down list
- In the **Name** field, enter a name for the Component
- For **Location**, specify the municipality (city and county) of the program
- In the **Address** fields, provide the address of the program's day-to-day administrator

If your program has multiple components, repeat the steps above until you have selected and described each component that will be a part of your program.

When finished, select the **Service Areas** tab, or return to the **Application Menu**

Special Program Component Instructions

- **Program Type/Sub-Type** – Select "Municipalities/County" if the program is a local government program. Select "Third Party" if you are working with a third party agency to implement the program. **Name** – If only one program component & not subcontracting with a third party, enter a specific Title for the program or project you will implement for this Component. If working with third party enter the name of the agency.

Location – Specify the location (city and county) of the program (may or may not be the same as your office location.) If there are multiple program sites for the Program Component, state the location of program administrator.

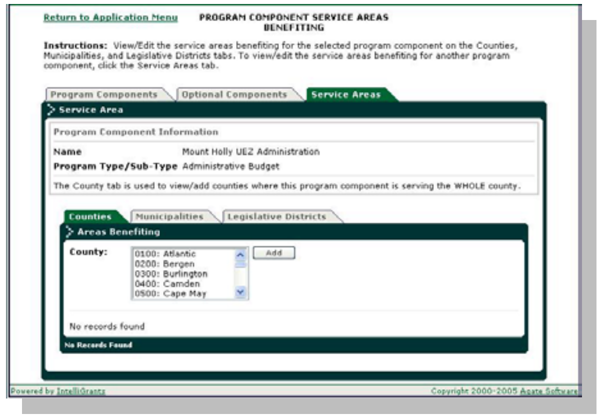
Service Areas

In this section, indicate the areas (counties and/or municipalities) that will benefit from *this* program – which may or may not be the area that your agency serves as a whole.

- Click on **Service Areas**

If your program/project has multiple Components, you will get a list of the Components you chose.

Assign a Service Area for ***each*** Component.



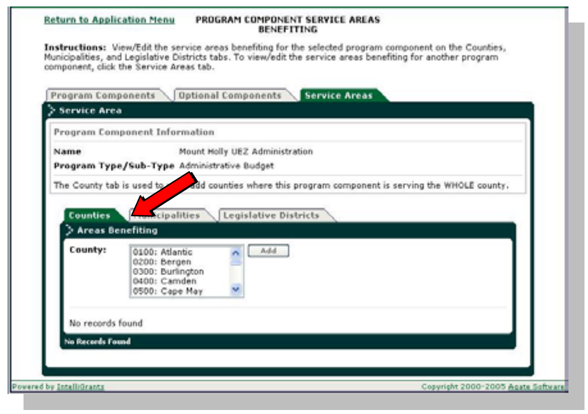
Counties

If this program benefits an ***entire* county** or counties—

- Select the county or counties to be served
- Click **Add**.

If this program benefits the **entire State of NJ**—

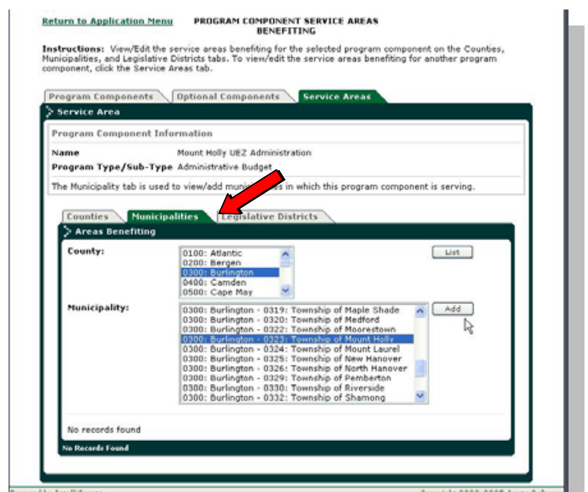
- Scroll down to the bottom of the **Counties** list and select **2200: State Wide (NJ)**
- Click **Add**



Municipalities

- If the program will benefit one or more municipalities, select the **Municipalities** tab
  - Select the County where the project will be located from the drop-down list and click on **List** – a second drop-down list will display all of the municipalities in the selected County
  - Select the municipality or municipalities that will benefit from this program and click **Add**.

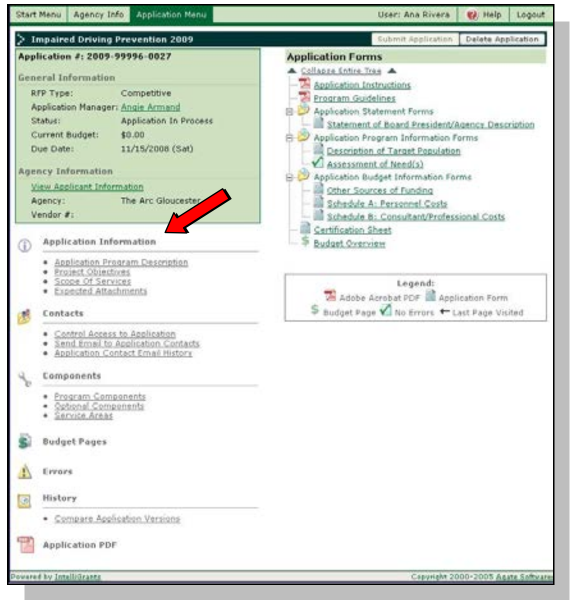
Return to the **Application Menu**



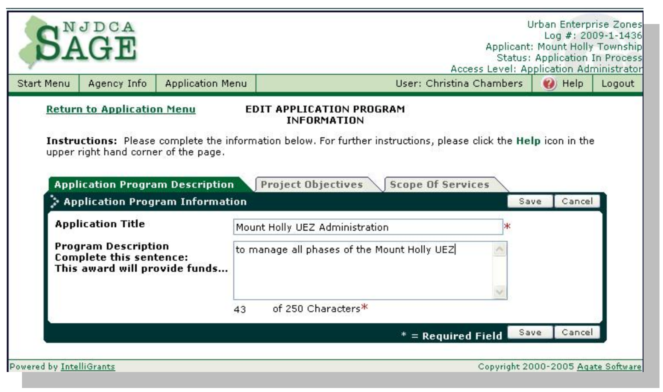
3. Application Information

Application Program Description

- Under **Application Information**, click on **Application Program Description**



- Click **Edit**
- Enter your **Application Title** – what you are calling the program/project.
- Enter your **Program Description**.
  - Your description should start with either the word "to" or "for" and briefly describe how you will use the funds requested in this application.

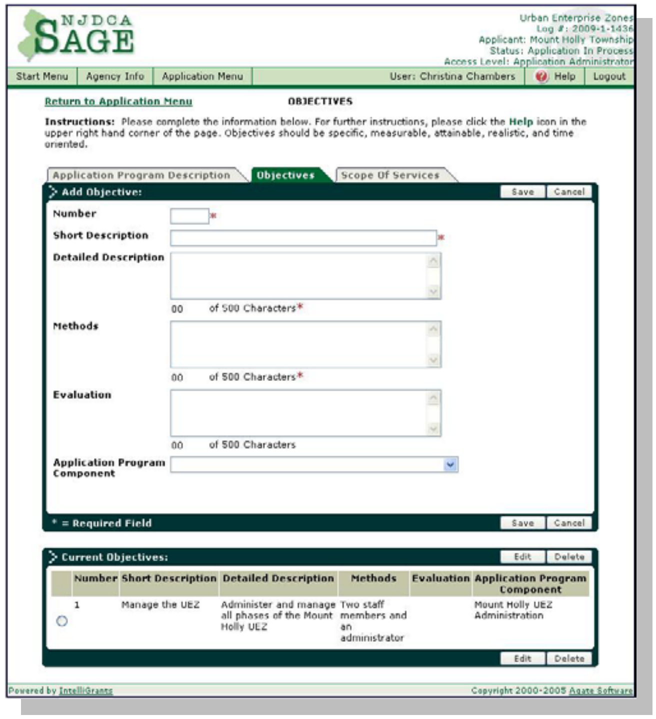


  - If this application results in an award, the **Program Description** you enter here will be used in your award letter.
  - Your entry in this field should be no longer than a standard sentence.
- **Save**

When finished click the **Objectives** tab or return to the **Application Menu**

Project Objectives

An Objective is a distinct, quantifiable element that must be achieved in order to attain the goals of a program or project.



- Click on **Objectives** and enter the appropriate information—
  - **Number** – You may use your own numbering system to group or prioritize your objectives.
  - **Short Description** – Provide an abbreviated version of the objective.
  - **Detailed Description** – Use this field to elaborate on the **Short Description** you entered in the previous field.
  - **Method(s)** – List the methods(s) to be used to attain the objective(s) described in the **Detailed Description** section.
  - **Performance Measures** – are quantitative or qualitative ways to characterize and define performance. They provide a tool for organizations to manage progress towards achieving predetermined goals, defining key indicators of organizational performance and Customer satisfaction. Provide performance measures to evaluate and determine the success of the goal and program.
  - **Application Program Component** – Use the drop down menu to select the Program Component that corresponds to this Objective (not necessary if your program has only one Component).
  - **Save**.

    Your objective will appear under **Current Objectives** at the bottom of the screen. You will get a blank screen to enter a new Objective, if desired. Add as many Objectives as needed. Be sure to **Save** each Objective.

When finished, click the **Scope of Services** tab or return to the **Application Menu**.

Scope of Services

A Scope of Services is a description of what will be accomplished if a grant is awarded. Include timelines for program implementation. Check with your Application Manager for advice on how brief or detailed the Scope of Services should be.

- Click on **Scope of Services**
  - Summarize the program in the text box.
  - Click **Save**

When finished, return to the **Application Menu**

4. Application Forms

The forms in your application are customized for the specific Grant Program and Component you have chosen. Complete each required application form and **Save**. You may return to the **Application Menu** to select another form (or exit the application) or click the **Next** button (at the upper right of the form) to work on the next form on the list. You do not need to complete the forms in order, and more than one Application Contact can work on the forms.

Required fields are marked with an asterisk (*). If you have no information for a field or it doesn't apply to your agency or program, enter **N/A** or **0** (zero).

Special Program-specific Application Instructions	
Form	***Instructions***
Statement Mayor / County Official	This form is to be completed by the Mayor or County Official. • Check if you are in support of the application • Provide a comment on the application. The comment could address: (1) your agency and its ability to implement the proposed project, and/or (2) your agency past track record and expertise in providing recreation to people with disabilities. • **Save** the form • Click on the **"View PDF"** tab. Print the form and have the appropriate official sign it**.** • Upload the signed form. • Return to the **Application Menu** or click **Next** to go to the next form.
Target Population	Use a target population form for each program component. Describe the population to be served for the current year as a result of the grant funds you are requesting. Enter the expected numbers of participants served by the requested program by age & disability. Enter/count each person ONLY once. If a population group is not being served, enter 0. The total number of persons with disabilities will add up automatically. Enter persons who are non-disabled only once, in the non-disabled section. Do not include staff in the numbers. Enter the number of people, number of hours/week, & the number of weeks for the program. Click **Save** after you enter all information on the form. Press add A new form will automatically come up. If you don't need another form press "next".

Assessment of Need	List the need(s) which documents/illustrates the reasons for the project/program. Support the existence of the need/problem by evidence. Generalized opinion statements do not document need. Explain how (the ways) you determined and/or documented the need for the program. Need can be established by data collected by demographics, research, social trends, pilot studies, community groups, surveys and/or numbers currently served and benefiting. Did you conduct surveys? When and who did you survey, and why did you survey them? Is your need based on participant's evaluations of past programs? etc. Documentation of need such as needs assessment and/or participants past program evaluations results should be mailed to the Office of Recreation.
Other Source of Funding	List the sources of any other funding (other than DCA funds requested) that will be used in the requested program. Other sources of funding must include your required local match. Applicants must provide a cash match of $1 for every $5 awarded. Also be sure to list budget detail of the local match requirement in your budget under **"Funds from other sources."** Current general administrative expenses will not be accepted as meeting the local match requirement. ROID grant funding can't be used to replace current administrative expenses. Only direct recreation program related expanses qualify for both grant funding and meeting the local match requirement.
Personnel Costs	Include job descriptions, minimum hiring and training qualifications, & resumes of staff for the program you are seeking to fund. Include a detailed justification for every entry in the budget. Grant funds can only be used to pay direct program staff costs Upload each staff member's resume or the job description if person not hired yet. by clicking **Browse**
Consultant/Professional Costs	If you are using consultant services, complete this form. • Select **Yes** or **No** to the question, "Do consultant services demonstrate a true employer / non-employee relationship as per IRS regulations?" • Enter the appropriate information in the fields for each consultant you will be using for this project Provide a detailed justification and/or minimum qualifications for every entry. List responsibilities and duties for each consultant. If you are subcontracting to a 3rd party to provide the program, you should list them here. Forward their detailed budget information to the NJ Office of Recreation.

Contact your Application Manager if you have questions about the type of information required in any of the forms.

Certification Sheets

- Items 1 through 5—

- Select **Yes** or **No** to each item listed, or, if an item does not apply to your organization, select **N/A**.
- If you answered **No** to item 5, enter your explanation in the text field provided

- Items 6 and 7 apply to **non-government** agencies only. Click n/a for both.
  - Item 6
    - … If you ***have*** received a grant from DCA within the current fiscal year, click **N/A**
    - … If you ***have not*** received a grant from DCA within the current fiscal year, click **Yes**
  - Item 7
    - … The Board of Directors list in your Agency Information must be current
    - … If you need to modify the list, follow the procedures outlined in **Mid-year changes to your Agency Information Update** in the **DCA SAGE User Manual**

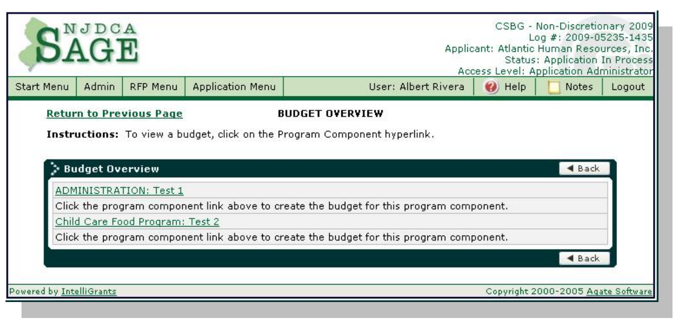
- ATTACHMENTS
  - When you click the link to **Schedules G** and **H**, each form is displayed as an Adobe PDF document. **Print** each of the forms from the link. Have forms signed. Upload signed forms. Go to http://www.adobe.com if you need Adobe PDF instructions.
  - Print out Schedule I, the sample resolution. Have your governmental entity pass the resolution. Upload the official signed and certified resolution. This is required as part of the application process.
  - The IRS determination letter is not applicable as it doesn't apply to governmental entities. Click the n/a radio button.
  - The Organization Chart is not applicable for governmental entities. Click the n/a radio button.
  - Click view next to the application cover page. Print out the cover page. Have appropriate official sign the application cover page. This is usually the mayor or county executive. Upload the signed application cover page.
  - If you are contracting with a third party to provide recreational services to your residents, upload the signed 3rd party agreement.

Budget

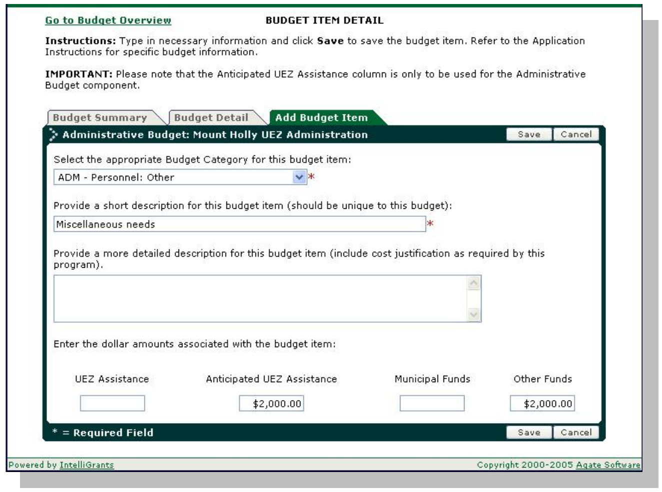
To create your Project/Program budget in SAGE—

- Click on Budget Overview at the bottom of the **Application Forms** list.

  Each of the **Program Components** you selected will be displayed as a hyperlink on the **Budget Overview** page.



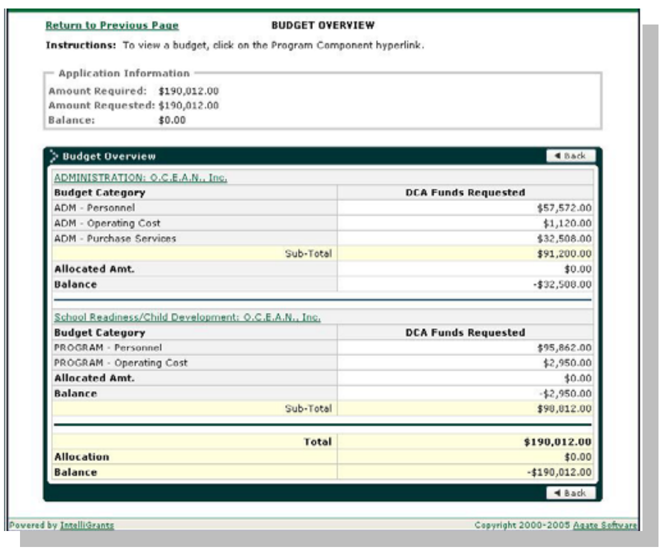
- Click on the appropriate Program Component hyperlink; it will take you to the **Budget Detail** page for that component.



- Click the **Add a Budget Item** tab.
- Select a **Budget Category** from the drop down list in the top field.
- Fill in the **Provide a short description for this budget item** field.
- Fill in the **Provide a more detailed description of this budget item** field.
- Enter the amount(s) you are requesting in the appropriate field(s).
- Enter matching funds amounts in the appropriate field(s).
- **Save**.
- Continue adding Budget Items until you have added all the items for this component of your program

If your program has more than one **Program Component**—

- Click Go to Budget Overview at the top left of the page.
- Select another Budget Component hyperlink and create its budget, following the instructions above.
- Continue this process until you have created the Budget for each Program Component.



SAGE will create the budget for each component and accumulate the totals into the combined program budget.

ROID grant funding can not be used to replace current administrative expenses. Only direct recreation program related expenses qualify for both grant funding and meeting the local match requirement.

Applicants must provide a cash match of $1 for every $5 awarded. List budget detail of the local match requirement in your budget under **"Funds from other sources"**. Current general administrative expenses will not be accepted as meeting the local match requirement. Please note: more than 20% local match may be documented in the "Other sources of funding" form in the application, but the budget in SAGE must only reflect the 20% local match.

Submission Requirements

Attachments

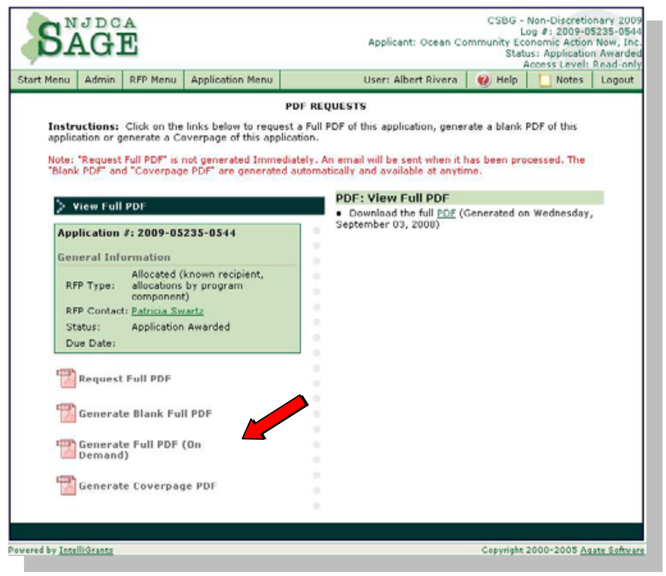
Attachments are additional documents that must be submitted with the application. Some attachments can be uploaded electronically; some must be signed. Click the **Expected Attachments** hyperlink on the left side of the **Application Menu** (under **Application Information**) for a list of the documents that must be forwarded to your DCA Grant Program.

Address

Click the **Application Manager** hyperlink in the green box at the top left of the **SAGE Application Menu** for the correct address.

Printing the Application (optional)

- Click **Application PDF** (lower left of the Application Menu)
- Click **Generate Full PDF**



A full version of the application will be produced overnight, which can be printed or saved for your records. You will receive an email when the file is ready, and you can retrieve it from the same screen. Go to http://www.adobe.com if you need Adobe Acrobat instructions.

Printing the Application Cover Sheet

- Click **Application PDF** (lower left of the Application screen)
- Click **Generate Coverpage PDF**
- **Print** the document

Submitting the Application

When you have completed all the Application Forms, Certifications, and Budget—

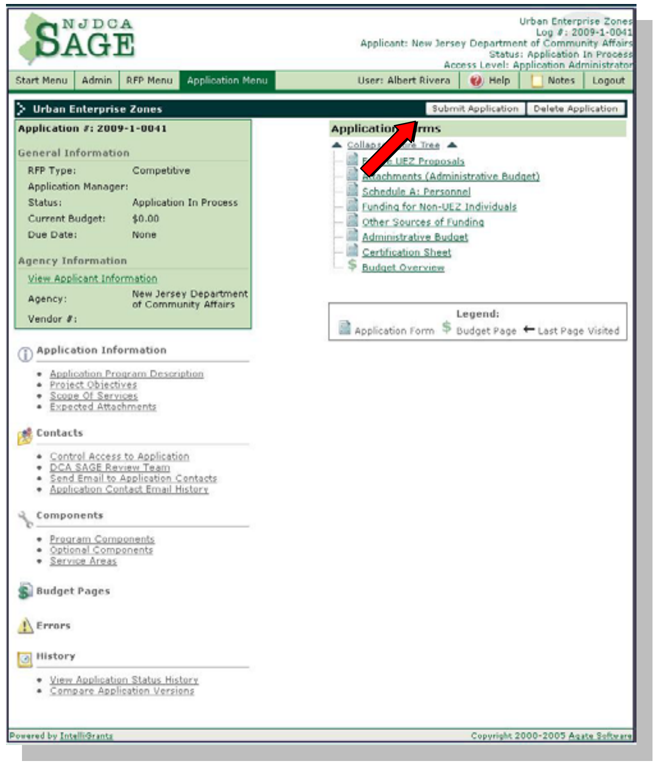
- Click the **Submit Application** button on the upper right side of the Application Menu.

This task must be performed by your SAGE **Agency Authorized Official** or SAGE **Agency Administrator**.

If the application has input errors, the system will alert you. Correct them and click **Submit Application**. If you have trouble submitting the application, contact your Application Manager.

Be sure to turn pop-up blockers OFF in your Internet browser or you may not be able to see the explanations of the errors.

Your application will be considered "submitted" when it has been submitted in SAGE. Mailed PDF copy of the application, without submitting it in SAGE, does not constitute application submittal.

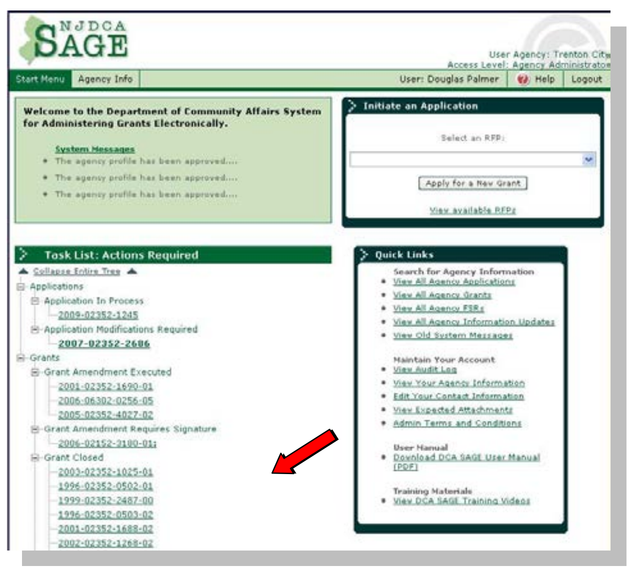


After you submit…

You cannot modify an application once it is submitted. Your Application Managers must send it back to you (in SAGE) as "Modifications Required." If you think you've made a mistake or omitted important information, contact your Application Manger.

After you submit an application, it disappears from your **Task List**. To access a submitted application, on your **Start Menu**, in **Quick Links**—

- Click **View All Agency Applications**



- At the **Search** screen, click **Clear** to erase any previously entered criteria
- If desired, enter or select criteria to narrow down your search
- Click **Search**
- Scroll down to see your results at the bottom of the page
- To access an application, click on its magnifying glass